



CITY OF HOUSTON

Job Posting

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Applications accepted from:	All PERSONS INTERESTED
Job Classification	OFFICE SUPERVISOR
Posting Number	PN# 109214
Department	Public Works & Engineering
Division	Public Utilities Division
Section	Utility Maintenance Branch
Reporting Location	611 Walker*
Workdays & Hours	Rotating days/shifts *

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Reviews, organizes and prioritizes office operations and procedures. Evaluates office production, revises procedures or devises processes to improve efficiency of workflow. Determines priorities for support staff. Sets schedules, distributes daily work assignments, and monitors employee workflow and performance. Completes production or activity reports as required. Assists support staff with work-related problems to improve job performance. Compiles information and prepares reports needed by management to make decisions. Reviews records, reports, correspondence and departmental paperwork to ensure completeness, accuracy and timeliness. Performs administrative support duties and provides back-up support when needed. Trains clerical or administrative support staff in day-to-day office procedures and skills improvement. Conducts Employee Performance Evaluations. Reviews and approves weekly time reports, vacation requests and sick leave. Maintains records on attendance, overtime, sick and vacation leave.

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WORKING CONDITIONS

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

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MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of progressively responsible clerical or administrative support experience are required.

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MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

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PREFERENCES

Knowledge in the Infrastructure Management System (IMS) or a work order tracking system application. Ability to maintain a cooperative working relationship with management, staff and co-workers. Strong computer skills using Microsoft Office Products such as Word, Excel and Outlook.

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SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 17</u>	
\$ 992 – 1,404 Biweekly	\$ 25,792 – 36,504 Annually

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OPENING DATE

March 01, 2006

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CLOSING DATE

March 14, 2006

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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